



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE, EMERGENCY AND BUILDING SERVICES
OFFICE OF STATE FIRE MARSHAL

Policy Directive # 1, Addendum # 4
Replaces: new
Administered by: OEDM

Date: July 1, 2001
Duration: Until Revised
Authority: Deputy State Fire Marshal

SUBJECT: CHALLENGE EXAMINATION

PURPOSE:

To define the State Fire Marshal's Policy concerning a person's qualifications and eligibility for certification as provided for within Connecticut General Statute (C.G.S.) § 29-298; for oral, written or practical challenge examinations.

DISCUSSION:

Since the beginning of the State Fire Marshal's Pre-Certification Training Program, confusion has existed concerning the method of eligibility for certification via the oral, written or practical challenge examination process. This policy is written to outline the procedure by which an individual shall abide when seeking to establish his/her qualifications and eligibility for certification as fire marshal, deputy fire marshal, fire inspector or any of the sub-classes of certification.

The Office of Education & Data Management (OEDM) administers this procedure. The Office of State Fire Marshal endorses that policy as set forth.

POLICY:

Individuals seeking to gain eligibility for certification via the examination process in accordance with C.G.S. § 29-298 shall comply with the following procedure:

- (1) Make application to the OEDM for the particular class of certification being challenged. Application forms can be obtained from the OEDM. The application form shall be completed by the appointing authority stating that the person will be appointed to a position upon successful passage of the particular exam being challenged.

The following certifications are subject to C.G.S. § 29-298:

- a. Fire Marshal
 - b. Deputy Fire Marshal
 - c. Fire Inspector
 - d. Fire Safety Code Inspector
 - e. Hazardous Material Inspector
 - f. Fire Investigator
- (2) Submit a detailed resume of their experience and training (including accredited colleges, subjects, dates, certificates, etc.) that can be used to assess whether a person is qualified to take a particular challenge exam.
 - (3) Upon verification of qualifications, the OEDM shall notify the applicant when the exam will be administered.
 - (4) The passing grade for all examinations shall be seventy percent (70%) per exam.
 - (5) If the applicant fails to achieve a passing grade (first attempt), he/she CANNOT make application for re-examination until a period of six (6) months has passed.

- (6) Any student who fails a module and elects to take a challenge exam will be considered as having failed their first attempt and shall adhere to the requirements outlined in procedure #5.
- (7) If the applicant fails the re-examination (second attempt), he/she shall be eligible ONLY after a period of twelve (12) months has passed AND he/she has successfully completed one of the following:
 - a. The particular module of the Fire Marshal/Inspector Pre-Certification Course that the applicant has failed, or
 - b. A course appropriate to the subject matter contained within the particular module of the Fire Marshal/Inspector Pre-Certification Course being challenged. Said course of study shall receive prior approval from the OEDM and the Fire Marshal Training Council.
- (8) All subsequent requests for re-examination shall follow the procedure outlined in item #6 above.

The following eligibility for certification exams is available pending OEDM's approval of the formal application. Eligibility for certification at the fire marshal, deputy fire marshal or fire inspector level requires the successful passage of all three exams.

1. Hazardous Material Module

- a. The Hazardous Material Module challenge exam will consist of one hundred (100) multiple choice/true-false questions.
- b. The exam will be open book.
- c. Three and one half (3½) hours will be allowed to complete the exam.
- d. Exam content will consist of the following current Codes/Regulations in effect at the time the exam is administered.
 - (1) Flammable and Combustible Liquid Codes/Regulations
 - (2) L P-Gas Regulations
 - (3) Oil Burning Equipment
 - (4) Fireworks Regulations
 - (5) Explosive Regulations
 - (6) Connecticut General Statutes contained within Chapter 541

2. Fire Investigation Module

- a. The Fire Investigation Module challenge exam will consist of one hundred (100) multiple choice/true-false questions.
- b. No books or reference material will be allowed.
- c. Three and one half (3½) hours will be allowed to complete the exam.
- d. Exam content will consist of the latest editions of NFPA 921's Guide for Fire and Explosion Investigations, NFPA Standards 1033 and 472; Connecticut's latest arson statutes; Connecticut General Statutes contained within Chapter 541; Kirks Fire Investigation, 3rd Edition; IFSTA Essentials of Fire-Fighting, 3rd Edition; and handout material as assigned.

3. **Fire Safety Code Inspector Module**

- a. The Fire Safety Code Inspector Module challenge exam will consist of ninety (90) multiple choice/true-false questions with a plans review section at the end of the written exam.
- b. The exam will be open book. The use of hand-held calculators will be allowed.
- c. Four (4) hours will be allowed to complete the exam.
- d. Exam content will consist of the current Connecticut Fire Safety Code, Connecticut General Statutes contained within Chapter 541 and other handout material in effect at the time the exam is administered. The exam will contain questions requiring mathematical calculations.